Instructor Quick Start Guide for
Blackboard Deep Integration
with Macmillan LaunchPad

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Table of Contents

1. Confirm that the Commercial Content Tools are available in your Blackboard course

2. Create a content area for the LaunchPad content

3. Link your Blackboard course to a LaunchPad course

4. Deploy LaunchPad content to your Blackboard course: Non-gradebook Items

5. Deploy LaunchPad content to your Blackboard course: Gradebook Items

6. Run a Manual Grade Refresh

7. Run a Content Refresh

8. View Roster Information

9. Unlink your Blackboard course from a LaunchPad course

10. Course copying and linking

11. Technical Support
1. Confirm that the *Commercial Content Tools* are available in your Blackboard course

1.1. On the course home page, in the **Control Panel** of the **Course Management** menu, expand the **Customization** menu.

1.2. Click **Tool Availability**.

Blackboard will display the **Tool Availability** page.
1.3. On the **Tool Availability** page scroll down to the **Commercial Content** and Commercial Content Tools entry and confirm that they have been enabled with a check in the ‘Available’ and ‘Available in Content Area’ columns as shown below.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Available</th>
<th>Visible to Guests</th>
<th>Visible to Observers</th>
<th>Available in Content Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Commercial Content Tools</td>
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<td>Commercial Content Tools</td>
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<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

If it is not already marked for availability, make them so by clicking the appropriate checkboxes and clicking **Submit** button to save your changes.

**Note:** If the ‘Available’ checkbox for Commercial Content Tools is not enabled and you are not able to change it because the checkbox is protected, please contact your Blackboard Administrator. You will be unable to proceed with deep integration until Commercial Content Tools have been enabled in your course.

2. Create a content area for the LaunchPad content

In the Course Menu, create a new content area, provide a convenient name and mark it as **Available to Users**.
3. Link your Blackboard course to a LaunchPad course

This section is composed of two discrete steps in which the instructor will:
   a) complete SSO registration for their Macmillan instructor account, and
   b) link their Blackboard course to a LaunchPad.

3.2. Proceed to the new content area. Mouse-over the Publisher Content tab and select Commercial Content from the drop-down list.

![Image of LaunchPad interface with Commercial Content highlighted]

Blackboard will display the Commercial Content page.

3.3. On the Commercial Content page click any part of the large Macmillan Higher Education logo.
3.4. If presented with the Macmillan Higher Education Launch Page, select your privacy option and click Launch.

![Macmillan Higher Education Launch Page](image)

Note: If you did not agree on the launch page to let Blackboard automatically share your name and email address with Macmillan Higher Education, you will be prompted to key your email address and password for your LaunchPad instructor account.

3.5 On the login page, key the email address and/or the password for your LaunchPad instructor account and click LOG IN.

![Login Page](image)

The Course Association page will be displayed (next page).
3.6 On the **Course Association** page, find the LaunchPad course instance that you wish to link to your Blackboard course and click the **Associate** button for it.

![Image of Course Association page](image)

**Note:** If you don’t see the desired LaunchPad course listed on this page contact either your Macmillan sales rep, product specialist or sales engineer.

3.7. In the **Associate Course** module click **Yes, Associate this Course**.

![Image of Associate Course module](image)
3.8. In the **Success!** box click **Back to Blackboard**.

![Success!](image)

Blackboard will display the table of contents for the LaunchPad course in the **Add Macmillan Higher Education Content** page.

![Add Macmillan Higher Education Content](image)

3.9. The presence of an arrowhead alongside any LaunchPad folder icon indicates that the folder can be expanded to view its contents. To expand the view of a folder, click the arrowhead. Click the arrowhead for the **LaunchPad Units** folder to see all of the units in your LaunchPad course. You can drill down into the components of each LaunchPad unit in the same way.

![LaunchPad Units](image)

3.10. **Important note:** If this Blackboard course is a copy of Blackboard that you had linked to a similar LaunchPad course, please refer to part 7. **Run a Content Refresh.**
4. Deploy LaunchPad content to your Blackboard course: Non-gradebook Items

4.1. To preview any item in the table of contents simply click its name. The link will place you directly in that resource in LaunchPad. After reviewing the content you can return to Blackboard by simply closing the browser tab in which the Macmillan content is being displayed.

4.2. To deploy Macmillan content to Blackboard select one or more content items shown in the expanded view by selecting the checkbox for each . . .

4.3. On the Selected Macmillan Higher Education Content page click Submit.

The content page will be re-displayed and will now contain the newly deployed content items.
4.4. Click the title of any LaunchPad content item to access it directly.

![LaunchPad content items](image)

5. Deploy LaunchPad content to your Blackboard course: Gradebook Items

5.1. To deploy gradable student activities to Blackboard so that they will be posted to the Grade Center you must first assign the activities in LaunchPad with gradebook settings (points and a gradebook category) – see LaunchPad screenshot below.

![Gradebook Settings](image)

5.2. Once your Blackboard course has been linked to a LaunchPad course you can load the Macmillan table of contents in a Blackboard content area at any time. To do this:

5.2.1. Mouse-over the Publisher Content tab and select Commercial Content from the drop-down list.
Blackboard will display the Commercial Content page.

5.2.2. On the Commercial Content page click anywhere on the large Macmillan Higher Education logo.

Blackboard will load the Macmillan table of contents for your LaunchPad course.

5.3. Expand the view of the desired LaunchPad unit in the table of contents and select the assignment. Gradable assignments can be identified by the three-bar icon that appears alongside their names.

Click Submit to deploy the assignment to Blackboard.
5.4. On the Selected Macmillan Higher Education Content page that follows, accept all defaults and click Submit. This action will deploy your selected assignments to Blackboard.

5.5. The Blackboard content page will re-display and will now contain the newly deployed LaunchPad assignment.

5.6. Click the title of the assignment to confirm that you can access it in LaunchPad. Return to Blackboard.

5.7. In the Blackboard Control Panel click Grade Center and then Full Grade Center. Confirm that the deployed LaunchPad assignment is present in the Blackboard Grade Center.
6. Run Manual Grade Refresh

Although the Partner Cloud/Macmillan deep integration provides an automated process for gradesync, the update interval can often extend to several hours. For those situations where immediate gradesync is required the instructor can use the Manual Grade Refresh support tool at any time, irrespective of the automated gradesync process.

6.1. Log in as the instructor and proceed to the Home Page of the desired Blackboard course.

6.2. In the course menu, click either Tools or Course Tools.

6.3. On the Tools page click the Commercial Content Tools link (If using the Course Tools under the Control Panel, just click Commercial Content Tools from the drop down).
6.4. On the Commercial Content Tools page, click anywhere on either of the Macmillan logos under Associated Partners or Premier Partners.

6.5. On the Macmillan Higher Education Tools page, scroll down to the Support Tools area and click Macmillan Grade Refresh.
6.6. On the Macmillan Higher Education Grade Sync Refresh page, note that all gradable assignments you have deployed to Blackboard are listed here. Accept all defaults and click **Submit**.

![Macmillan Higher Education Grade Sync Refresh](image)

Blackboard will perform the gradebook refresh for all the items listed and return you to the Macmillan Higher Education Tools page, and display a green bar indicating a successful update.

![Success: 1 of 1 grades were successfully updated.](image)

6.7. Return to the Blackboard Grade Center and confirm that the students’ scores have been posted.
7. Run a Content Refresh

*Important note:* If your current Blackboard course is a copy of a Blackboard course that had been linked to a LaunchPad course, and you have just linked it to a new copy of a previously linked LaunchPad course, then you must perform a content refresh to fully enable gradesync between your new Blackboard and LaunchPad courses.

7.1. Log in as the instructor and proceed to the Home Page of the desired Blackboard course.

7.2. In the course menu, click either **Tools** or **Course Tools**.

7.3. On the **Tools** page click the **Commercial Content Tools** link (If using the **Course Tools** under the **Control Panel**, just click **Commercial Content Tools** from the drop down).
7.4. On the **Commercial Content Tools** page, click anywhere on either of the Macmillan logos under **Associated Partners** or **Premier Partners**.

7.5. On the **Macmillan Higher Education Tools** page, scroll down to the **Support Tools** area and click **Macmillan Content Refresh**.

(Continued on next page.)
7.6. On the Macmillan Higher Education Content Refresh page, accept all default selections and click Submit.

![Macmillan Higher Education Content Refresh](image)

Blackboard will perform the content refresh for all the items listed and return you to the Macmillan Higher Education Tools page, and display a green bar indicating a successful update.
8. View Roster Information

Instructors can use the Macmillan Roster Information page to track which students have completed SSO registration with Macmillan via Blackboard. The automated gradesync and manual grade refresh functions will synchronize grades and scores for only those students who have completed SSO registration from Blackboard. The instructor can use the roster information page to identify which students need to be reminded of the need to complete SSO registration.

8.1. On the Course Menu, click Tools.

8.2. On the Tools page click the Commercial Content Tools link.

8.3. On the Commercial Content Tools page, click anywhere on either of the Macmillan logos under Associated Partners or Premier Partners.
8.4. On the Macmillan Higher Education Tools page, scroll down to the Support Tools area and click Macmillan Roster Information.

8.5. On the Macmillan Higher Education Roster page, confirm that all students actively enrolled in your Blackboard course have a LaunchPad account number listed in the Macmillan Higher Education Account column.

The presence of a LaunchPad account number for that student confirms that they have completed SSO registration from Blackboard. **Students listed on this roster without a LaunchPad account will be excluded from any gradesync process.**
9. Unlink your Blackboard course from a LaunchPad course

From time to time the need might arise for the instructor to break the link between their Blackboard course and a LaunchPad course. This might be necessary if the instructor had first linked their Blackboard course to the wrong LaunchPad course and now wishes to correct the course pairing.

**Very important note:** If there are students already enrolled in your LaunchPad course, please contact your Macmillan Sales Engineer before performing this operation. In certain integration scenarios you will need the assistance of your Macmillan Sales Engineer and/or Macmillan Higher Education’s Technical Support to effect a clean break between your Blackboard course and the LaunchPad course.

9.1. On the Course Menu, click Tools.

9.2. On the Tools page click the Commercial Content Tools link.

9.3. On the Commercial Content Tools page, click either of the Macmillan logos under Associated Partners or Premier Partners.


(Continued on next page.)
9.5. On the End This Course Association page, confirm the name of the LaunchPad course that you wish to unlink. Click Yes, Dissociate This Course.

9.6. On the Success! panel you may return to Blackboard by clicking Back to Blackboard, or if you know which other LaunchPad course it is that you wish to link, click Choose Another Course.

If you select Choose Another Course, proceed to Step 3.6 on page 7 of this guide to continue with the new association.
10. Course copying and linking

The course copying functions available in both LaunchPad and Blackboard allow an instructor to avoid having to completely rebuild their courses each semester and bring existing course content from a prior course forward into their current courses. Course copying also allows a lead instructor to create a single course in LaunchPad and Blackboard, integrate them and then use those courses as master templates to create additional course copies which can be readily used by other faculty.

This section describes how to use Blackboard’s Export/Import function to bring existing course content into fresh Blackboard course shells. The high-level graphic below illustrates how course-copying for integration generally works and each step is further detailed in the pages that follow.
The steps described in this section assume that the instructor has already completed the following:

**Step 1)** Created a LaunchPad master course and has assigned/organized all the student activities that will compose the LaunchPad portion of their course work.

**Step 2)** Linked the LaunchPad master course to a Blackboard master course (Section 3).

**Step 3)** Deployed the desired content from the LaunchPad master course to the Blackboard master course (Sections 4 and 5).

**Step 4)** Created the desired number of copies of the LaunchPad master course. This can be done using either LaunchPad’s Create Course-based on an existing course function or its course branching feature.

Once the instructor has completed the steps described above they may proceed in Blackboard as described below.

10.1. In your Bb master course’s Course Management – Control Panel area, choose **Control Panel > Packages and Utilities >Export/Archive Course.**
10.2. On the Export/Archive Course page, choose Export.

10.3. On the Export Course page (see screenshot below), note the following -

a) Source Course ID: This is the ID of the course from which you will export content.

b) File Attachments section: choose the options selected below;

c) Under Select Course Materials, you may choose Select All. **Very important:** If you do not choose Select All, then you must select Content Areas and Grade Center Columns and Settings.
d) Click **Submit** to export this course with these settings. The **Export/Archive Course** page will display a “Success” message. Note that in some cases Blackboard may queue the request, in which case you will see this message:

```
Success: This action has been queued. An email will be sent when the process is complete.
```

10.4. Once Blackboard completes the export operation you’ll see a new export file listed on the **Export/Archive Course** page. You will have to download this export file in order to import it into another Blackboard course.

Right-click the ExportFile link and select **Save Link As**... and save the export file **making sure of its name and where you save it**.

An export package is a .zip file of exported course content. Importing a package copies the content of the package into an existing. Import packages do not contain user enrollments or records, such as discussion boards posts and assessment attempts.

Do not unzip or remove files from the export package.
10.5. Proceed to your new Blackboard course shell, into which you wish to import the content from the Blackboard course shell. In the course’s Course Management – Control Panel area, choose Control Panel > Packages and Utilities > Import Package / View Logs.

10.7. On the **Import Package** page, click **Browse My Computer** to retrieve the export package you created in Step 9.3.

![Import Package]

10.8. Blackboard will redisplay the **Import Package** page which now shows the name of the selected export file.

![Select a Package]

10.9. Under **Select Course Materials**, you may choose **Select All**. **Very important:** If you do not choose **Select All**, then you must select **Content Areas** and **Grade Center Columns and Settings**. Click **Submit**.

![Select Course Materials]
10.10. When Blackboard completes your import request it will display a message similar to:

Import: MAC.COURSE.13 is Complete. To access the detailed log, click here

You will also receive an email listing any issues that might have occurred. These can be warnings or errors. Review the email to determine if action is required. You might need to refresh your browser or log out and re-login to Blackboard in order to see your imported content.

**Important note:** If you encounter any difficulty with the export and import operations detailed in this section, please contact your Blackboard administrator for assistance, but copy your Macmillan contact on the email communication.

10.11. *What remains is for the instructor to link (pair) his new Blackboard course with its corresponding LaunchPad course as described in section 3 of this guide.* Once that’s done, the integration including single sign-on and gradebook synchronization is fully functional.
11. Technical Support

If you encounter any problems when trying to establish a link between your Blackboard course and your LaunchPad course, contact Macmillan Technical Support:

- **Call**: 1-800-936-6899, or
- **Call**: 1-877-587-6534

**Tech Support Hours:**
- **Monday-Thursday**, 7:00 a.m. to 3:00 a.m. ET
- **Friday**, 7:00 a.m. to 11:00 p.m. ET
- **Saturday**, 11:30 a.m. 8:00 p.m. ET
- **Sunday**, 11:30 a.m. to 11:00 p.m. ET